

City of Rowlett  
Regular Meeting  
Animal Shelter Advisory Board  
Tuesday, January 13, 2015  
City Hall Conference Room  
4000 Main Street, Rowlett, Texas 75088

Meeting Minutes

I. Call to order.

Jeri Fontenot called to order the regular meeting of the Rowlett Animal Shelter Advisory Board at 7:32 pm on Tuesday January 13, 2015. The following members were present: Jeri Fontenot, Kelli Keath (recognized as a voting member). City Staff present were: Lt. Marvin Gibbs, Amanda Traister, David Erickson, Maria Martinez, and Jackie Lozada.

Dawna Carabajal joined meeting as a member and Vice Chair at 7:33pm.

Agenda item IX was presented first

IX. Bond Presentation by Assistant City Manager Jim Proce.

Jim Proce was unable to attend meeting and a video was presented and can be viewed at <http://youtu.be/lxjf-uuAmf4>

Dr. McKelroy joined meeting as a member at 8:00 pm.

II. Elect Chairman and Vice Chair for 2014-2015.

Dawna opened the floor for any nominations for Chairman. Maria Martinez nominated Dawna Carabajal for Chairman. Seconded by Jeri Fontenot. Motion passed. Dawna opened the floor for any nominations for Vice Chair. Maria Martinez nominated Jeri Fontenot for Vice Chair. Seconded by Dawna Carabajal. Motion passed.

III. Consider approving minutes from November 11, 2014 meeting.

The Minutes from the November 11, 2014 meeting were passed out and board members were given time to review them. The Chairman, Dawna Carabajal, opened the floor for comments or questions. Dr. McKelroy made a motion to approve the minutes. Seconded by Maria Martinez. Motion passed.

IV. Update from Staff on Shelter Stats.

Maria Martinez presented the shelter stats to the board. Placement Rate is 98.4 %. And the Live Release Rate is 99.996% (attached).

V. Update from Staff on November Adopt-a-thon.

Maria Martinez stated that 13 animals were adopted during the November Adopt-a-thon. Eight were dogs and five cats.

VI. Discuss Shelter Vaccination Schedule.

Dawna clarified that this item is on the agenda due to a concern that animals that are in the shelter for longer periods of time do not receive follow up vaccinations and heartworm treatment. Maria stated that animals are evaluated on a case by case basis regarding medication that is needed. Amanda Traister informed the group that puppies and kittens are vaccinated when they come in before the Veterinarian sees them. The veterinarian vaccinates the adult animals on Tuesday when she comes in. Dr. McKelroy informed that previously (before David and Amanda worked at the shelter), they were giving boosters to three weeks after the initial vaccinations to the animals that were still there. Dr. McKelroy also stated that without a booster, initial vaccines are wasting money (for animals that are at the shelter for a lengthy time period). One vaccine is not enough especially in a high exposure environment like the shelter. Lt. Gibbs stated that a discussion with shelter staff the following day would include how long animals can remain at the shelter.

VII. Discuss dead animal collection from vet clinics.

Dr. McKelroy stated that when an animal dies at the shelter, she used to be able to call the shelter and they would pick it up. She stated that, as a small business owner, she cannot afford disposal services for every animal that comes through her clinic. A survey was taken of surrounding cities and most cities are charging a disposal fee for picking up animals from clinics. Dr. McKelroy wanted clarification as to whether city disposal is an option or not. Lt. Gibbs stated that this topic would be discussed during the shelter staff meeting the following day.

VIII. Discuss current intake policy of abandoned and owner surrender animals.

Dr. McKelroy wanted to discuss the shelter not taking owner-surrenders. Staff clarified that owner-surrenders are handled on a case by case basis because of the lack of space for animals at the shelter. Dr. McKelroy has a dog that was abandoned at her facility. Dawna offered to have the animal taken to one of FRAS off site adoption events in order to try to get it adopted. Kelli suggested that website be updated to offer other options for owners to surrender their animals. Dawna suggested SPCA for owner-surrenders and using FRAS as a resource.

IX. This agenda item was discussed at beginning of the meeting.

X. New Business.

Next door program

XI. Public Announcement

Adopt-a-thon February 21, 2015

XII. Future Agenda Topics

Donation function of website

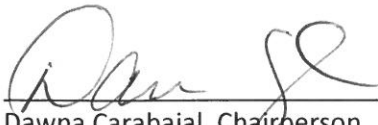
How Facebook can help the shelter

Euthanasia at shelter – other options

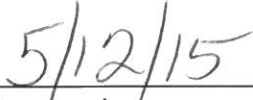
Update from staff on shelter stats

XIII. Adjournment

The Chairman called for a Motion to adjourn. The Motion was made by Maria Martinez and seconded by Dawna Carabjal. The motion passed. The meeting was adjourned at 8:58 pm.



Dawna Carabajal, Chairperson



Date Approved



Jackie Lozada, Assigned City Staff

City of Rowlett													
Animal Services													
Yearly Report													
10/01/2014 - 09/30/2015													
	October	November	December	January	February	March	April	May	June	July	August	September	Total YTD
Service Calls	238	170	170										578
Live Pickups	74	98	84										256
Animals Euthanized	0	0	1										1
Animals Redeemed	23	35	11										69
Humane Adoptions	46	70	67										183

**Placement Rate** 98.40%